

# WA Home and Community Care Program Medication Policy Framework and Guidelines



*home and community care*

A JOINT COMMONWEALTH AND STATE/TERRITORY PROGRAM  
PROVIDING FUNDING AND ASSISTANCE FOR AUSTRALIANS IN NEED

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## **FURTHER INFORMATION**

For further information about the WA Home and Community Care Program Medication Policy Framework and Guidelines contact the Purchasing and Contracting Directorate, Department of Health:

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# WESTERN AUSTRALIAN (WA) HOME AND COMMUNITY CARE (HACC) PROGRAM

## MEDICATION POLICY FRAMEWORK AND GUIDELINES

### HACC Medication Beliefs and Principles

Service Providers with support staff involved in the support and/or administration of client medication must adopt the following beliefs:

#### Beliefs:

- People have a right to remain living in the community for as long as possible;
- Clients should be encouraged to maintain their independence as long as possible including managing their own medicines in a safe and effective manner.

HACC funded Service Providers, in endorsing the first two beliefs must give consideration to and determine a position in their policy regarding the role of support workers in the support and/or administration of client medication.

If support workers are to be involved in the support and/or administration of client medication the following two beliefs are relevant:

- Support workers should be able to provide support to HACC clients with the support and/or administration of medication;
- Support workers should have access to training to ensure that they have appropriate skills and knowledge to manage and/or administer client medication.

#### Principles:

- Each Service Provider must establish a written policy and procedures that outline the decision of the organisation regarding the role of support workers in the support and/or administration of client medication and any relevant risk management policy and practice issues;
- Clients receive individual medication assessment (where appropriate) and where appropriate this assessment be in conjunction with the client, family, doctor and other health professionals;
- Clients have a clear, individual support plan and medication order (where appropriate) from the medical practitioner;
- Client medication consent/authorisation is sought from the client, carer, family, guardian;

- Clients with more complex health care needs have access to an appropriate health professional to provide back-up advice and support, as and when needed;
- Staff have access to training that provides them with the necessary skills and knowledge to confidently assist clients with medication support and/or administration;
- There is an organisational commitment to ongoing assessment and monitoring of staff practices;
- Service Providers are committed to an initial and ongoing self-audit process to guide continuous improvement in the management of client medication support and/or administration (continuous improvement).

### **Written Medication Policy and Guidelines**

All HACC funded Service Providers are required to have a written Medication Policy, which is available and explained to all staff, clients and other relevant people.

The following is a checklist of the things that should be included in the Policy:

- A statement outlining the involvement your Service Providers support workers will have in assisting clients with the support and/or administration of medication.
- Service Providers that are not involved in client medication support should also have a written policy that is available to all clients, carers, support workers and other relevant people.
- A process for determining a need to intervene and assist clients in the support and/or administration of their medication that includes an assessment of client needs.
- A process for ensuring that staff have necessary competency and skills to provide medication administration support for clients.
- A client medication consent/authority form.
- Statement of requirement for medication to be in a medication administration aid.
- Procedures to follow where medication cannot be stored in and dispensed from a medication aid for example liquids.
- Documentation that supports the support and/or administration of medications such as medication order, support plan and signage sheets.
- Process for dealing with medication incidents.
- Service provider has a process in place to maintain appropriate communication with general practitioners, pharmacists and other health professionals with regard to medications.
- Defining staff training requirements in relation to these guidelines.

## Supporting Documentation

The Medication Policy Framework and Guidelines is supported by the availability of a range of example documents including:

- no involvement
- administration
- client medication plan
- consent form
- incident guidelines
- incident report
- medication order
- medication record sheet

Should you require a copy of one of these documents please contact your HACC Project Officer.

## Relevant Legislation and Guidelines

The relevant legislation and guidelines in Western Australia includes:

- Medicines and Poisons Act 2014
- Medicines and Poisons Regulations 2016
- Operational Directive OD 0528/14 Storage and Recording of Restricted Schedule 4 (S4R) Medicines



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